



## **Internal / External Job Opening**

**Date: 01 November 2016**

**Job Opening No. : JO/2016/036**  
**Section : Environmental Management Unit / Office of the DMS**  
**Functional Title : Engineering Assistant (Environmental)**  
**Post level : GS-4 (One Post)**  
**Duty Station : Naqoura**  
**Deadline for receiving applications : 14 November 2016**

### **Duties and Responsibilities:**

**Under the direct supervision of the Head of the Environmental Management Unit, the incumbent will carry out the following duties:**

1. Assist in reporting on environmental compliance through field visits to different UNIFIL operations and contingents' positions, and monitoring the implementation of UNIFIL environmental guidelines through the following actions:
  - Conducting scheduled and non-scheduled environmental assessment site visits, investigations, incidents reviews, assessments for acquisition and divestiture of locations and site boards at UNIFIL HQ and within the Area of Operation (AO) and drafting related reports.
  - Assisting in preparation and monitoring the execution of the environmental contingency plan rehearsal.
  - Assisting in undertaking environmental initiatives by preparing flyers and posters for different environmental awareness campaigns, such as the resources conservation (water, energy, etc.) and assisting in organizing the environmental events such as the Ecological Day.
  - Assisting in operating the in-house environmental monitoring, testing and sampling for water, oil and soil. Also assisting in conducting in-situ testing and following-up with external contractors for testing and consultations services.
  - Assisting in formulating and monitoring the implementation of the technical advice provided by the Chief Environmental Officer, as well as overseeing the environmental compliance of different facilities (e.g. solid waste management facilities, military contingents' positions, fuel points, storage areas, generator rooms, water and wastewater systems, hospitals, clinics and other buildings).
2. Assist in data collection (i.e. water consumption, power, incidents, etc.) , compilation and consolidation of reports from relevant focal points both on quarterly and monthly basis, as well as assisting in drafting several official documents, such as the Environmental Standard Operating Procedures (SOPs), Action Plan, Environmental Pocket Guide for Contingents, Best Practices, various environmental presentations, the Annual Reports, and in preparation of environmental progress reports as indicated in the Environmental Action Plan.

3. Participate in the implementation of the UNIFIL Environmental Action Plan (EAP), maintain regular contact with the Environmental Focal Points (EFPs) from different sections, units and military components in order to ensure proper implementation of the EAP and compliance with the environmental regulations set by the mission.
4. Maintain regular contact with the Units and Contingents during data collection and assist in familiarization of the mission Environment Focal Points with the environmental policies and procedures.
5. Provide administrative assistance and perform other duties upon request by the Chief Environmental Officer.

### **Qualifications and Requirements:**

- High School Diploma or equivalent is required. Studies related to environmental program such as geology, hydrology, agriculture.... would be an asset.
- Minimum of three years of experience in the field of administration or logistics is required.
- Experience with entities involved in environmental concerns (Ministry of Environmental /Health, Energy and Water, Agriculture, national or international consulting firms, non-governmental organizations, .etc.) is desirable.
- Fluency in oral and written English and Arabic is required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices Away from Headquarters.
- Valid national driving license.

### **Core Competencies:**

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Instructions for Submission of Applications and Relevant Documents (choose only one):**

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- Via e-mail to [unifil-recruitment@un.org](mailto:unifil-recruitment@un.org)

**Important notes:**

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.